

**MINUTES OF THE REGULAR MEETING
OF THE
OXFORD AREA BOARD OF SCHOOL DIRECTORS**

The regular meeting of the Oxford Area Board of School Directors was held on Tuesday, January 21, 2020, in the District Board Room. The meeting was called to order at 7:08 p.m. by President Joseph E. Tighe followed by the Pledge of Allegiance, led by Mr. Richard Quin.

ATTENDING WERE:

- Joseph E. Tighe, President
- Mark V. Patterson, Vice President
- Robert F. Tenga, Treasurer
- Kristen E. Dean, Member
- Stephen R. Gaspar, Member
- Jennifer M. Harrison, Member
- Howard S. Robinson, Member
- Jenifer A. Warren, Member

ROLL CALL

ABSENT WAS:

- Eric W. Owens, Member

ALSO ATTENDING WERE:

- David A. Woods, Superintendent
- Brian P. Cooney, Business Administrator

On motion by Mr. Patterson, seconded by Mr. Gaspar, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby amends the January 21, 2020 agenda and tables item 5E.

**AMMENDMENT OF
AGENDA**

Aye: 8 Nay: 0

On motion by Mr. Gaspar, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the January 21, 2020 agenda as amended.

**APPROVAL OF
AGENDA**

Aye: 8 Nay: 0

On motion by Mr. Tenga, seconded by Mr. Gaspar, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the minutes of the November 12, 2019 Work Session and the November 19, 2019 Regular Meeting and the December 3, 2019 Reorganization Meeting as presented.

**APPROVAL OF
MINUTES**

Aye: 8 Nay: 0

Dr. Margaret Billings-Jones presented the district report for the month of January.

**SUPERINTENDENT'S
REPORT**

The District has hired a new Directory of Technology, Shawn Mellinger.

Over the past several months the upgrade to the district-wide wi-fi has been completed. We are completing our 1:1 IPADS distributed in Grades 1-12, with Jordan Bank to be completed this month.

Blackboard Communication -district-wide communication system has been put in place and will involve teachers and coaches being able to communicate with parents and students through text.

A Raptor upgrade is under review for implementation. There is an advanced program that will be installed at no cost to the district.

A review of the Help Desk tickets showed the number of tickets which have been entered since the beginning of the year and in which category assistance was needed.

Family Read was held at Elk Ridge. The next Family Read event will Be held on February 26, 2020, at 6 p.m. at Nottingham School.

The next Curriculum Committee meeting will be held on February 11, 2020

On motion by Mr. Gaspar, seconded by Mrs. Dean, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following financial reports as presented:

FINANCIAL REPORTS

- 1. General Fund
 - a. Treasurer's Report
 - b. Revenue Report
 - c. Expenditure Report
- 2. Cafeteria Fund Treasurer's Report
- 3. Capital Projects Fund Treasurer's Report

Aye: 8 Nay: 0

On motion by Mr. Gaspar, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the student activities and athletic officials accounts as presented.

STUDENT ACTIVITY AND ATHLETIC OFFICIALS ACCOUNTS

Penn's Grove School
Oxford Area High School
Athletic Officials Account

Aye: 8 Nay: 0

On motion by Mrs. Warren, seconded by Mr. Gaspar, BE IT RESOLVED That the Oxford Area Board of School Directors hereby approves the following bill lists for payment:

PAYMENT OF BILLS

January 2020	
General Fund	\$5,482,304.34
Cafeteria Fund	\$152,819.97
Capital Projects Fund	\$36,747.20
Payroll Distribution	\$3,725,730.95

Aye: 8 Nay: 0

REPORTS

Mr. Robinson reported the CCIU Board of Directors held its monthly meeting on Wednesday, January 15, 2020 at the Educational Service Center.

**INTERMEDIATE UNIT
AND TECHNICAL
COLLEGE HIGH SCHOOL**

Mr. Chris Turtell of Herbein and Company presented an overview of the 2018-2019 audit reports. Both the CCIU and TCHS received an unqualified audit.

Six new members joined the CCIU Board of Directors and Dr. Fiore gave an update on his Entry Plan.

CCIU Board of Directors accepted the 2018-2019 Audit Report, approved the Long-Range Plan for Buildings and Facilities for 2020-2030 and approved the 2020-21 CCIU Calendars.

The next CCIU Board of Directors meeting will be held on Wednesday, February 19, 2020 at 7:30 p.m.

On motion by Mr. Tenga seconded by Mrs. Dean, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby accepts the report from Mr. Robinson, Intermediate Unit and Technical College High School Representative.

Aye: 8 Nay: 0

Dr. Owens was not in attendance, but his report is as follows:

**CHESTER COUNTY
SCHOOL BOARDS
LEGISLATIVE
COUNCIL**

The last meeting of the CCSBLC was held on November 20, 2019. The twenty-minute meeting focused on two pieces of legislation impacting school districts in PA. Neither passed.

HB 1800: would provide for school vouchers for districts that go into receivership and are located wholly within a city of the third class, located within a county of the third class. This bill was never voted on in the House Education Committee.

SB 751: would amend the Public-School Code to change the rating system for educators in the Commonwealth, including dismissal of educators for unsatisfactory teaching performance. This Bill passed the Senate but was not voted out of the PA House Appropriations Committee.

The CCIU is offering Act 55 training (School Board Director training) on February 8 or March 2, 2020.

The next meeting of the School Boards Legislative Council will be held on January 22, 2020

On motion by Mr. Gaspar seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby accepts the report from Dr. Owens, Chester County School Boards Legislative Council Representative.

Aye: 8 Nay: 0

The Budget and Finance Committee met on January 21, 2020. The upcoming transportation contract was discussed.

**BUDGET AND FINANCE
COMMITTEE**

Mrs. Warren reported that the Policy Committee met January 14, 2020. The four-year policy review cycle has begun with the 1000 and 2000 Series. These will be on the agenda in February for re-adoption.

POLICY COMMITTEE

Jordan Bank students are in the process of completing mid-year benchmark assessments.

**STUDENT
REPRESENTATIVE'S
REPORT**

Transition meetings for Early Intervention begin this month and Parent Teacher conferences are scheduled for January 30, 2020 and February 5, 2020 from 4 p.m. to 7:30 p.m.

Elk Ridge School students will be hearing career information from TCHS ambassadors.

Parent Teacher conferences will be held on February 6 and 12, 2020.

Nottingham's annual holiday food drive was assisted by the ATP students and teachers resulting in a donation of 780 cans and boxes of food to the Oxford Presbyterian Church food cupboard. This outstanding effort by Mrs. Shelley, Mrs. Melrath and their students, was greatly appreciated.

A team of third and fourth grade teachers and Reading Specialist completed the Text Dependent Analysis Boot Camp with teachers from Hopewell and Penn's Grove. This training program was held by the Chester County Intermediate Unit and was designed for teachers to dive deeper into the methodologies of the Text Dependent Analysis and ways to approach instruction that support student learning.

The Hopewell Geography Bee was held on December 12, 2019. Congratulations to the winner, sixth grader Skylar Orton. The Hopewell Spelling Bee was held on January 16, 2020. Congratulations to winner, six grader Michael Solenski.

Hopewell will hold a Principal's Breakfast Chat on January 24, 2020 at 8:45 a.m.; Kids for a Cure fundraiser on Saturday, January 25, 2020 at the Sawmill Grille; and Breakfast with dads, uncles, grandfathers and special persons on February 7, 2020.

Early Act raised over \$1,100. Proceeds from the Holiday Shoppe were donated to Neighborhood Services Center; fifty pairs of eyeglasses were collected along with two hundred dollars for children in Guatemala.

Penn's Grove is finishing up the quarter with conferences on January 30 and February 5, 2020. The second annual event for students who have not had any disciplinary issues and passed all their classes in the first semester will be held on January 13, 2020.

Oxford Area High School class of 2020 are reminded to fill out transcript release forms to ensure their first semester grades are sent as part of their college application process.

The Oxford Area High School chapter of the National English Honor Society recently held a Pajama Friday to benefit the International Rescue, an organization which uses donations to fund a year of schooling

for children overseas who would not otherwise have access to an education. Through donations from students, NEHS was able to raise the funds to send six children to school next year, and plans to continue sponsoring initiatives for the benefit of the organization.

The National Honor Society will sponsor OAHs's first annual Mini-THON through the Four Diamonds organization. The event is to be held on March 13, 2020. Donations from this event will go towards the fight against childhood cancer. NHS members are currently seeking donations and business sponsorships to go towards this worthy cause. Interested parties may contact bmoran@oxfordasd.org. For other information about THON, visit www.FourDiamonds.org.

The high school drama department production of Once Upon a Mattress will take place on March 5, 6, and 7th, 2020. Tickets will be available for purchase in the coming weeks.

Three OAHs students; Miranda Nilan, Virginia Bressler and Elena Roe, participated in the Pennsylvania Music Educators Association District 12 Choir at Sun Valley High School. There are one hundred sixty students selected from surrounding schools across the Chester and Delaware Counties. All three Oxford Area High School Students will be moving on to the Regional level, to be held at North Penn High School at the end of February.

Mr. Woods congratulated the Oxford Area High School fall varsity athletic teams who recently received 2019 All Chesmont League and Daily Local News All Area Honors.

REPORT OF SCHOOL PROGRAMS

Community Volunteers in Medicine will sponsor a Sealant Saturday featuring free dental hygiene sealants and exams on February 1, 2020, 9 a.m. to 12:00 p.m. The location is 300 Lawrence Drive, West Chester.

NEW BUSINESS

Mr. Tighe allowed time for persons who requested to be placed on the agenda. There were none.

RECOGNITION OF PERSONS WHO REQUESTED TO BE PLACED ON AGENDA

On motion by Mr. Patterson, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following professional personnel items.

PERSONNEL- PROFESSIONAL

Appointments

Name: Jessica Kelleher
Position: Elementary Teacher, Hopewell School
Appointment: Professional Employee
Salary: Step 7 M, \$59,663
Effective: To Be Determined
Replacing: Denise Hicks, Resigned

Name: Susan Sumner
Position: Grade 2 Teacher, Elk Ridge School
Appointment: Professional Employee
Salary: Step 6 B, \$54,630 (prorated)
Effective: January 2, 2020
Replacing: Leaha Lopez, Resigned

Name: Nicole Swain
Position: Grade 4 Teacher, Nottingham School
Appointment: Long Term Substitute
Salary: Step 1 B, \$49,735 (prorated)
Effective: January 2, 2020 until the end of the 2019-2020 school year
Replacing: Rachel Hess, Leave of Absence

Supplemental Appointments

Name: Valerie Hill
Position: Stage Design, Oxford Area High School
Salary: \$2,776.34
Effective: January 21, 2020

Name: Daniel O'Brien
Position: Shakespeare Coach, Hopewell School
Salary: \$2,321.95
Effective: January 21, 2020

Name: Samuel Stevenson
Position: Stage Technical Student Production, Oxford Area High School
Salary: \$1,753.96
Effective: January 21, 2020

Leaves of Absence

Name: Stephanie Intonato
Position: Learning Support Teacher, Elk Ridge School
Type: Excess Family Illness
of Days: Up to 2 excess family illness days
Effective: January 22, 2020 until the end of the 2019-2020 school year

Name: Denise Passerini
Position: Grade 2 Teacher, Elk Ridge School
Type: Excess Family Illness
of Days: Up to 10.5 excess family illness days
Effective: January 22, 2020 until the end of the 2019-2020 school year

Change in Resignation Date

Name: Corinne Olintz
Position: ESL Teacher, Nottingham School
Effective: From: December 13, 2019
To: December 12, 2019

Change in Effective Date

Name: Jonathan Lynch
Position: Physics Teacher, Oxford Area High School
Appointment: Long Term Substitute
Salary: Step 1 PhD, \$59,687 (prorated)
Effective: From: August 21, 2019 until the end of the first semester of the 2019-2020 school year
To: August 21, 2019 until the end of the 2019-2020 school year
Replacing: Matthew Sharkey, Leave of Absence

Salary Changes-Professional

Heffner, Dina, from 12 M, \$71,265 to 12 M + 15, \$72,151 effective February 1, 2020
King, Karen, from 7 M + 30, \$61,442 to 7 M + 45, \$62,458 effective February 1, 2020
Meyer, Megan, from 3 B, \$51,390 to 3 M, \$55,498 effective February 1, 2020
Moran, Mallory, from 2 B, \$50,562 to 2 B + 24, \$51,933 effective February 1, 2020
Swierczek, Jamie from 7 M + 15, \$60,551 to 7 M + 30, \$61,442 effective February 1, 2020

Aye: 8 Nay: 0

On motion by Mr. Patterson, seconded by Mr. Tenga, BE IT RESOLVED,
That the Oxford Area Board of School Directors hereby approve the
following non-professional personnel items:

**PERSONNEL-NON-
PROFESSIONAL**

Resignation

Name: Mandy Garduno
Position: Cafeteria Aide, Elk Ridge School
Effective: January 21, 2020

Appointments

Name: Danielle Haight
Position: Food Service 4/182, Oxford Area High School
Salary: \$11.00 per hour
Effective: January 2, 2020
Replacing: Rosemary Bauer, Resigned

Name: Crystal Kauffman
Position: Food Service 4.5/182, Hopewell School
Salary: \$11.00 per hour
Effective: January 22, 2020

Name: Daniel Orlando
Position: Security, Oxford Area High School
Salary: \$10.89 per hour
Effective: January 2, 2020
Replacing: New Position

Name: Shelby Joseph
Position: Building/Counselor Secretary, Nottingham School
Salary: \$13.72 per hour
Effective: January 2, 2020
Replacing: Laura Lindsey, Retired

Name: Nicole Wood
Position: Food Service 3.5/182, Hopewell School
Salary: \$11.00 per hour
Effective: January 6, 2020
Replacing: Melissa Haftl, Transferred

Substitute Appointments

Name: Crystal Kauffman
Position: Food Service Substitute, District
Salary: \$10.75 per hour
Effective: January 2, 2020

Name: Kara McCarthy
Position: Food Service Substitute, District
Salary: \$10.75 per hour
Effective: January 21, 2020

Aye: 8 Nay: 0

On motion by Mr. Patterson, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following supplemental personnel:

SUPPLEMENTALS

Aye: 8 Nay: 0

On motion by Mr. Tenga, seconded by Dr. Owens, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following additional volunteer personnel:

VOLUNTEERS

GENNY CAVANAGH, JAMES ARTHUR FLEISHER, CHRISTOPHER SCOTT GOLD

Aye: 8 Nay: 0

On motion by Mr. Patterson, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following consent agenda items:

CONSENT AGENDA

Course Supplemental Technology (APP)

Temporary approval of the Course Supplemental Technology (APP) as per attached list.

Audit Report for the Year Ended June 30, 2019

Approval of Report of Examination of Financial Statements and Additional Information for the Year Ended June 30, 2019, as prepared by Barbacane, Thornton & Company, LLP.

Course Approval

Approval to take two courses at Drexel University is granted to David A. Woods, as per the superintendent contract dated July 1, 2016.

Section 1302 Students

Students named on the attached list to be considered a resident of the school district for the 2019-2020 school year in accordance with Section 1302 of the Public School Code.

Aye: 8 Nay: 0

January 2020

WHEREAS, the role of the locally elected school officials has served the Commonwealth of Pennsylvania and local communities in meeting the needs of public education since the passage of the Free School Act in 1834; and **SCHOOL DIRECTOR RECOGNITION MONTH**

WHEREAS, these local boards have discharged their responsibilities to public education in a manner which has placed public education in the forefront of our educational systems; and

WHEREAS, locally elected officials have distinguished themselves and their communities in this nonpaid, volunteer public service commitment, and

WHEREAS, the contributions of these men and women should be recognized and appreciated by those who benefit from the workings of our public school system;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Pennsylvania School Boards Association hereby proclaims the month of January as School Board Director Recognition Month in this Commonwealth; and

FURTHER RESOLVED, that this proclamation be communicated to all school districts, school officials and local communities in a planned program which brings visibility and awareness to the role of locally elected school officials to the citizenry of this Commonwealth.

On motion by Mr. Patterson, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves a tuition waiver through February 20, 2020 for the following students: **TUITION WAIVER**

- ID # xxxxxx2436
- ID # xxxxxx1507
- ID # xxxxxx8977

Aye: 8 Nay: 0

On motion by Mr. Gaspar, seconded by Mr. Tenga, BE IT RESOLVED, That Area Board of School Directors hereby approves the revision of the following policies: **POLICY REVISION**

Article #1 - Community Relations (Series 1000)
Policy # 1400 - Use of School Facilities: Tobacco-Free Schools

Article #3 - Business (Series 3000)

Policy # 3910 - Record Retention Policy

Policy # 3950 - Safety and Health

Article 7 - Programs - (Series 7000)

Policy 3 7700 - Career and Technical School Admissions

Aye: 8 Nay: 0

A copy of the policies listed is available in the Administration Building, 125 Bell Tower Lane, Oxford, PA for examination and comment. The policies can be viewed on the website at www.oxfordasd.org. The public is encouraged to stop in and read these policies or visit our website.

Mr. Tighe announced the following upcoming meetings and events:

CALENDAR

Tuesday, February 11, 2020, Policy Committee, 6:15 p.m., Administration Building

Tuesday, February 11, 2020, Athletic and Student Activities Committee, 6:30 p.m., Administration Building

Tuesday, February 11, 2020, Facilities Committee, 6:45 p.m., Administration Building

Tuesday, February 11, 2020, Work Session, 7:00 p.m., Administration Building

Tuesday, February 18, 2020, Regular Meeting, 7:00 p.m., Administration Building

Tuesday, March 10, 2020, Work Session, 7:00 p.m., Administration Building

Tuesday, March 17, 2020, Regular Meeting, 7:00 p.m., Administration Building

Mr. Tighe allowed time for recognition of visitors.

RECOGNITION OF VISITORS

There were none.

Mr. Tighe announced the board met in executive session on January 14, 2020 to discuss legal issues.

ANNOUNCEMENT OF EXECUTIVE SESSION

On motion by Mr. Patterson, seconded by Mrs. Dean, the regular meeting of the Oxford Area Board of School Directors adjourned at 7:40 p.m. by a unanimous vote.

ADJOURNMENT

Respectfully submitted,

Brian P. Cooney
Board Secretary